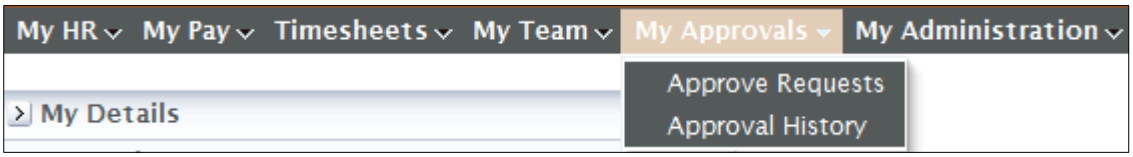
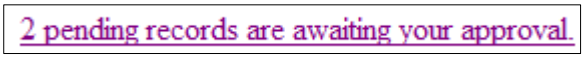
My Approvals Overview



- The My Approvals allows you to action pending leave requests and view approval history for your team members.

When a team member submits a leave request or a timesheet entry for your approval you will receive an email notification as well as a message on your StaffOnline home screen.

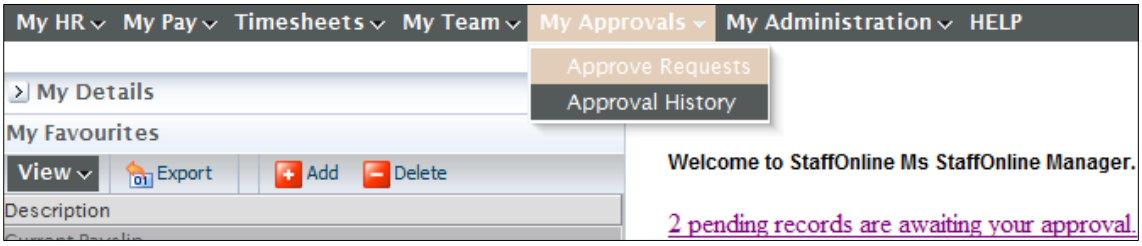
101: Web Kiosk Notification:
Mr SD Individual has submitted a Bulk T/S Entry for approval.
Please log into StaffOnline at https://rift.cdu.edu.au/pls/wsscprd/wk8003$.startup to approve/reject/escalate this.
Transaction Details:
Record ID: 232398
Name: Mr SD Individual
Period Start Date: 20-JAN-2015
App. Level: 1
Escalated to you By:
Created Date: 21-JAN-2015
To Be Actioned By: 22-JAN-2015



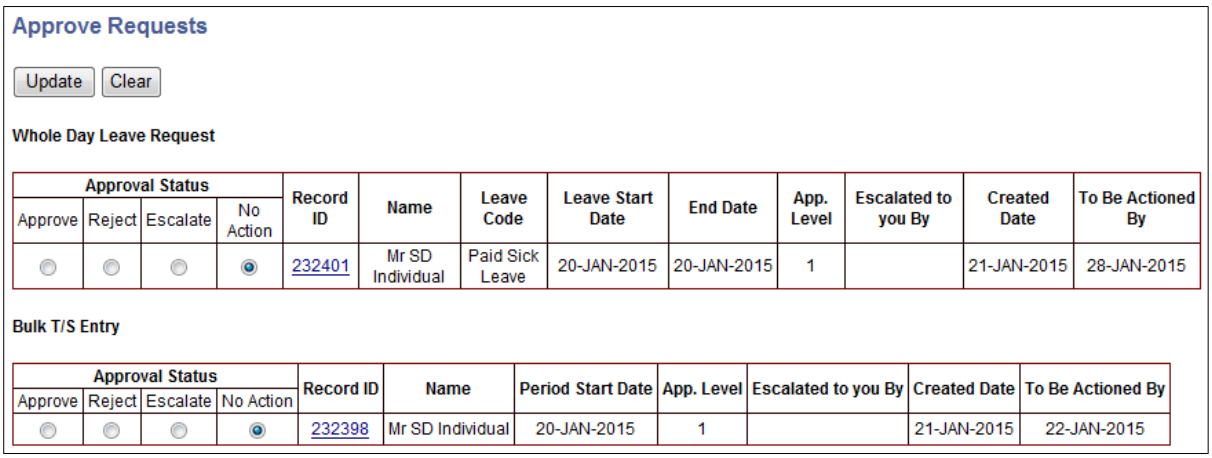
Approve Requests

To access the Approve Requests menu

- Login to StaffOnline
- Under the My Approvals
- Select Approve Requests



- Either navigate to the Approve Requests menu or click on the ‘pending records are awaiting your approval’ link



Approve Requests

Update Clear

Whole Day Leave Request

Approval Status				Record ID	Name	Leave Code	Leave Start Date	End Date	App. Level	Escalated to you By	Created Date	To Be Actioned By
Approve	Reject	Escalate	No Action									
○	○	○	◉	232401	Mr SD Individual	Paid Sick Leave	20-JAN-2015	20-JAN-2015	1		21-JAN-2015	28-JAN-2015

Bulk T/S Entry

Approval Status				Record ID	Name	Period Start Date	App. Level	Escalated to you By	Created Date	To Be Actioned By
Approve	Reject	Escalate	No Action							
○	○	○	◉	232398	Mr SD Individual	20-JAN-2015	1		21-JAN-2015	22-JAN-2015

- Action the request from this screen to Approve/Reject/Escalate and click on ‘Update’ or
- Click on the ‘Record ID’ link to view and ‘Update’ request.

Action Leave Requests

View and Update Request

Person Id INDIVID1 **Name** Mr SD Individual
Job Id 02
Position 0000008098 Individual - StaffOnline Demonstration

Leave Code SLFP - Paid Sick Leave **Reason**
Start Date 20-Jan-2015 **End Date** 20-Jan-2015
Unit 1 Days
Medical Cert. N **Other Doc.**
Comments
Supervisor Comments

Additional Info Leave Balances
Leave History
Team Calendar
Help - Medical Leave Information

Approval Status Submitted
Reactivated Date

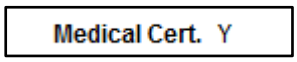
Approval Level 1
Escalation Start 21-JAN-2015 **Escalation End** 28-JAN-2015
Table Name WEB_LV_BOOKINGS **Description** Whole Day Leave Request
Record Id 22778136 **Created Date** 21-JAN-2015

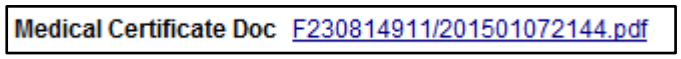
Comments

Note: Comments entered are visible to the next level approver or to the requesting employee if the request is rejected.

Update Clear Close

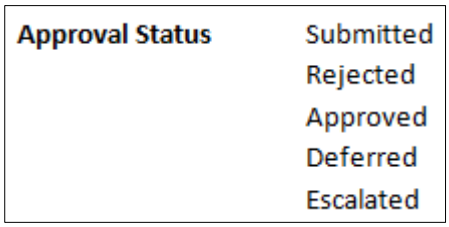
Your team member may have indicated that a Medical Cert is given by the doctor and may attach the Medical Certificate Doc as shown below. Then you must open the document and sight the Medical Certificate and then select "Yes" in the "Medical Cert Sighted" drop down box before you can update the Approval Status. If your team member did not attach the document, then you must see the hard copy of the Medical Certificate instead before updating the "Medical Cert Sighted" and "Approval Status".



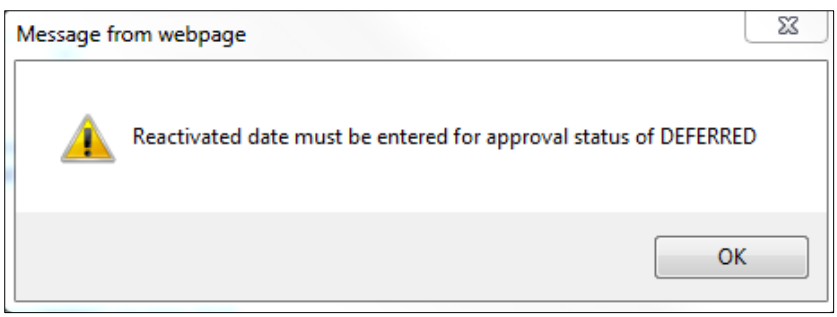


- Click on 'Additional Info' links for:
  - Leave Balances – In Context of the team member
  - Leave History – In Context of the team member
  - Team Calendar – for your team
  - Help to action pending medical leave

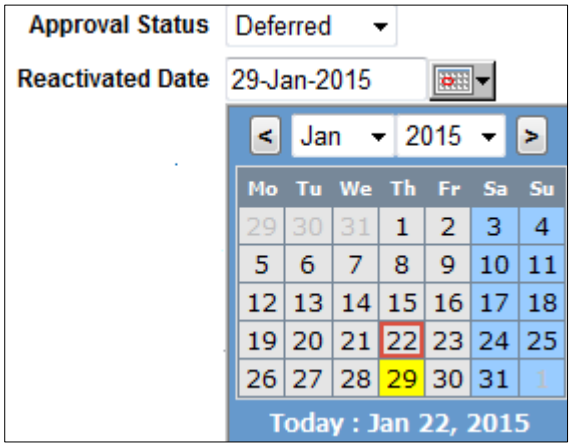
You will find a Defer option on this screen. This option can only be used for leave requests.



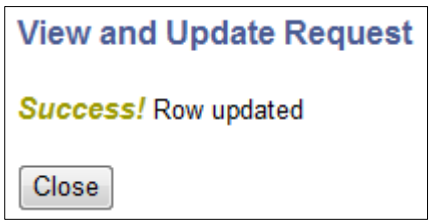
- Approval Status will default to Submitted.
- You can select and change the status from this screen.
- 'Deferred' status which is only applicable for leave applications will stop the escalation process and send you another reminder on the reactivated date.



Use the dropdown calendar box to select the 'Reactivated Date'.



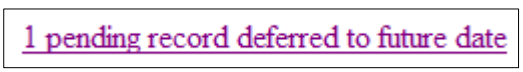
- Click on 'Update' button. A ***Success!*** message will be displayed.



- 'Close' the window to get back to the Approve Requests screen.

You will receive an email notification and the message on your home screen will reflect the change.

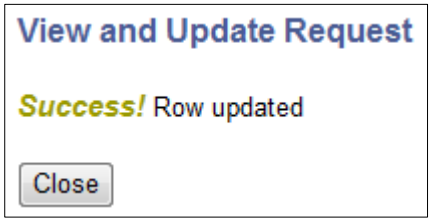
115: Web Kiosk Notification:
Your Whole Day Leave Request id = 22778136 has been deferred.
Transaction Details:
Record ID: 232401
Name: Mr SD Individual
Leave Code: Paid Sick Leave
Leave Start Date: 20-JAN-2015
End Date: 20-JAN-2015
App. Level: 1
Escalated to you By:
Created Date: 21-JAN-2015
To Be Actioned By: 05-FEB-2015



Action Bulk Timesheet Entry Requests

View and Update Request
Person Id INDIVID1 Name Mr SD Individual
Period End Date 20-JAN-2015
Employee# Job# Award Classification Step Rate Hours Per Week
Mrs SD Casual 01 CDU HEW06 01 34.2816 15.00
Approval Status Submitted
Approval Level 1
Escalation Start 21-JAN-2015 Escalation End 22-JAN-2015
Table Name WK8_CAS_TS_M Description Bulk T/S Entry
Record Id 22778119 Created Date 21-JAN-2015
Comments
Note:Comments entered are visible to the next level approver or to the requesting employee if the request is rejected.
Update Clear Close

- Approval Status will default to Submitted.
- You can select and change the status from this screen. Note: 'Deferred' status is only applicable for leave applications.
- Click on 'Update' button. A ***Success!*** message will be displayed.



- 'Close' the window to get back to the Approve Requests screen.